

AOC Citizen's Advisory Committee – OUTREACH

05/07/2014

UWGB

Participants: Vicky, Janet, Patricia, Angela, Annette, Bruce, Laurel

Facilitator: Julia

- 1) Reviewed meeting notes from last two meetings – memorable takeaways from those who attended
 - Telling the personal story; importance of building relationships; importance of constituents

- 2) Getting People on Boat: invitations, reminders, and phone calls, oh my!
 - Update: who's working on what
 - o Annette and Pat have been working on an invite list, SG will help with the administration (e.g. sending emails, receiving RSVPs)
 - o Bruce will lead the press plan with help from Nick and Staush
 - o Angela – will help define geographic scope of invite list
 - Planning schedule with tasks and deadlines
 - o Discussion about following up emails with personal phone calls – raises status of event
 - Bruce to reach out to Ribble and Baldwin
 - City clerk announcement – Save the Date
 - o Save the date – “By invitation only” “Limited spaces available”
 - o 2nd invite – do not send to RSVP'd folks
 - o Calendar:
 - June: Final invite list, Save-the-Date emailed, Follow-up Save-the-Date
 - July: First invitation, Follow-up phone calls, Second invitation
 - August: Follow-up phone calls
 - September: Reminder email, Foxy Lady Boat Tour

- 3) Next Meeting – start on time!
 - AOC CAC informational handouts
 - Save-the-Date/Invitations

Parking Lot

- Sponsors for food? Hospitals